

STATE OF CALIFORNIA

KATHLEEN CONNELL
Controller of California

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: May 23, 2001

PERSONNEL LETTER #01-006
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: **RALPH ZENTNER**, Acting Chief
Personnel/Payroll Services Division
State Controller's Office

RE: **FUTURE EFFECTIVE DATE SALARY CHANGES**

Personnel Letter # 01-001 authorized decentralized key entry of future effective date separations to assist departments in complying with AB 2410 (timely issuance of separation pay). At the time Personnel Letter #01-001 was issued additional modifications were required to allow key entry of salary transactions with future effective dates. The required system modifications have now been completed.

Effective immediately, departments can key enter MSA, SIS, GEN, SAL, and 350 transactions with future pay period effective dates. This capability should only be used in conjunction with 1) separation transactions effective in a future pay period and employee qualifies for a salary change in the pay period of separation; or 2) separation transactions requesting lump sum pay extending into future pay periods and the extension of the lump sum pay qualifies the employee for a salary change.

NOTE: Future pay period separations and salary change transactions should not be key entered until after master payroll cutoff for the pay period immediately prior to the separation pay period.

If you have any questions regarding the above EH modifications, please contact the Personnel Operations Liaison Unit at (916) 322-6500 or CALNET 492-6500. Questions regarding AB2410 and/or the Labor Code provisions can be directed to Julie Chapman, DPA, at (916) 324-9420, CALNET 454-9420, or email JulieChapman@dpa.ca.gov.

RZ:jld